



# **Work Order (Bid Form)**

Knoxville/Knox County Community Action Committee



## **WORK ORDER INFORMATION**

**Work Order Name:** WO/80008KN0691/1

**Work Order Type:** Weatherization

**Audit Name:** 80008KN0691-Audit

## **CLIENT INFORMATION**

**Client Name:**

**Address:**

**Client ID:** 80008KN0691

**Alt. Client ID:** KNOX

## **AGENCY INFORMATION**

**Agency:** Knoxville/Knox County CAC

**Agency Phone:** (865) 244-3080

**Address:** P.O.Box 51650

**Fax:** (865) 544-1647

Knoxville, TN 37950-1650

**Email Address:** jason.estes@cachousing.org

**Company Name & License Number:** \_\_\_\_\_

**Contractor's Signature:** \_\_\_\_\_

## **COMMENT**

•Single Family Dwelling

Contractor to follow 2006 International Residential Code as adopted by the City of Knoxville or Knox County as applicable.

City

Home built in 1950

An EPA Certified Firm/Renovator is required.

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## Measures

**Measure 1 Broken Pane (upto 10 square feet)(QTY 3) (FOUNDATION WINDOWS)**

**Components**

**Inspected**

**Comment** Refer to Appendix A- Standards for Weatherization Materials and Southeast Field Guide.

☐

#	Material / Labor	Description / Comment	Units	Qty	Estimated		Actual		
					Unit Cost	Total	Qty	Unit Cost	Total
1	Windows	Broken Pane (upto 10 square feet)  Refer to Attachment A- Standards for Weatherization Materials and Southeast Field Guide.	Each	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Labor	Labor	Each	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Detail**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Measure Sub Total:**

**Sub Total:**

**Field Notes:**

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**Measure 2 Broken Pane (upto 10 square feet)S1,S2,W4)****Components****Inspected****Comment** Refer to Appendix A- Standards for Weatherization Materials and Southeast Field Guide.☐

#	Material / Labor	Description / Comment	Units	Qty	Estimated		Actual		
					Unit Cost	Total	Qty	Unit Cost	Total
1	Windows	Broken Pane (upto 10 square feet)  Refer to Attachment A- Standards for Weatherization Materials and Southeast Field Guide.	Each	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Labor	Labor	Each	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Detail**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Measure Sub Total:****Sub Total:****Field Notes:**

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**Measure 3 Ceiling Repair 16 sq ft****Components****Inspected**

**Comment** Ceiling repair should include all materials, paint, and labor. The wall must conform to the existing walls likeness. (Paint to be applied on disturbed areas only, match as close as possible).

☐

Refer to Appendix A- Standards for Weatherization Materials an

#	Material / Labor	Description / Comment	Units	Estimated			Actual		
				Qty	Unit Cost	Total	Qty	Unit Cost	Total
1	Unspecified	Ceiling Repair (+)	SqFt	16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Labor	labor	SqFt	16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Detail**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Measure 4 Mastic the Return Box(QTY 2)****Components****Inspected**

**Comment** Liquid white Mastic to be applied to entire inside of return to seal all seams. Use foam board around edges to fill in any voids and mastic. Seal front of return box where it meets return register with appropriate caulk. No changes allowed. Refer to Appendix A- Standards for Weatherization Materials and Southeast Field Guide.

☐

#	Material / Labor	Description / Comment	Units	Estimated			Actual		
				Qty	Unit Cost	Total	Qty	Unit Cost	Total
1	Construction Mate	Mastic the Return Box  Refer to Attachment A- Standards for Weatherization Materials and Southeast Field Guide.	Each	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Labor	Labor	Each	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Detail**

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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Measure Sub Total:** **Sub Total:** **Field Notes:**

**Measure 5 Mastic/Insulate Supply Boot(QTY 8)****Components****Inspected****Comment**☐

Liquid white Mastic to be applied to entire inside of boot to seal all seams. Top of boot where it meets subfloor to be caulked with appropriate caulk. Boots to be insulated on outside of boot to R-6. This is best performed with 2-part close cell foam. Location+Register Type^Initial (Pa)

Dining RoomSupply2.1

Living RoomSupply0.1

Bdrm1Supply2.5

Bdrm2Supply2.6

KitchenSupply2.9

Bdrm3Supply2.5

Bdrm4Supply3.4

HallwayReturn0.8

#	Material / Labor	Description / Comment	Units	Qty	Estimated		Actual		
					Unit Cost	Total	Qty	Unit Cost	Total
1	Construction Mate	Mastic/Insulate Supply Boot	Each	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Labor	Labor	Each	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Detail**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Measure 6 Prehung Metal Door Unit(D2)****Components****Inspected**☐

**Comment** Remove old door before installing new door. A door is installed as a complete unit. A door is inclusive of weatherstripping, door lock, deadbolt, door stop, hinges, threshold, facing, strike plate, trim, jambs, paint(1st quality semigloss color to be chosen by homeowner or sand/stained/seal), peep hole (at homeowner desire height), caulk, nailers. No changes allowed. Refer to Appendix A- Standards for Weatherization Materials and Southeast Field Guide. All keys given to home owner not anyone else.

#	Material / Labor	Description / Comment	Units	Qty	Estimated		Actual		
					Unit Cost	Total	Qty	Unit Cost	Total
1	Doors	Prehung Metal Door Unit  Refer to Attachment A- Standards for Weatherization Materials and Southeast Field Guide.	Each	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Labor	Labor	Each	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Detail**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Measure 7 Window Glazing**  
**S1,S2S3,N3,W3,W4,W5,W2 (QTY8)**

**Components**

**Inspected**

**Comment** All loose glazing must be 100% removed. Push points installed as needed.  
 New glazing should be even, smooth, and all look uniform. Refer to Appendix  
 A- Standards for Weatherization Materials and Southeast Field Guide.

☐

NOTE: Silicone, caulk, or any other product that is not window glazing is not acceptable.

#	Material / Labor	Description / Comment	Units	Qty	Estimated		Actual		
					Unit Cost	Total	Qty	Unit Cost	Total
1	Windows	Window Glazing  Refer to Attachment A- Standards for Weatherization Materials and Southeast Field Guide.	Each	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Labor	Labor	Each	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Detail**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Measure Sub Total:**

**Sub Total:**

**Field Notes:**

Measure 8 DWH Pipe Insulation				Components			Inspected		
Comment									
				Estimated		Actual			
#	Material / Labor	Description / Comment	Units	Qty	Unit Cost	Total	Qty	Unit Cost	Total
1	Insulation	DHW Pipe Insulation Includes labor cost. All corners must be cut properly. Refer to Appendix A- Standards for Weatherization Materials and Southeast Field Guide.	Each	1					
2	Labor	DHW Pipe Insulation	Each	1					
<b>Other Detail</b>									
<b>Measure Sub Total:</b>							<b>Sub Total:</b>		
<b>Field Notes:</b>									

**Measure 9 Wall Insulation****Components** WALL 5,WALL  
6,WALL 7,WALL 8**Inspected**☐

**Comment** •Includes labor cost. Contractor must use a dense pack blowing machine. Contractor must dense pack insulation at 3.5 pounds per square foot. Contractor's responsibility to install wood or Styrofoam plugs in holes after installing wall insulation. Contractor's responsibility to repair wall damage interior or exterior if needed while installing wall insulation. Contractor to clean up area around house and clean siding off after measure completed. Refer to Appendix A- Standards for Weatherization Materials and Southeast Field Guide.

#	Material / Labor	Description / Comment	Units	Qty	Estimated		Actual		
					Unit Cost	Total	Qty	Unit Cost	Total
1	Insulation	Wall Insulation - Blown Cellulose - 2x4 Filled	SqFt	379.8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Labor	Wall Insulation - Blown Cellulose - 2x4 Filled	SqFt	379.8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Detail**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Measure 10 Attic Ins. R-19****Components A1****Inspected**☐

**Comment** •Includes labor cost. Contractor to install 1 ruler for every 300 square foot of attic space showing depth of insulation. Build insulation dam around attic access. Install baffles as needed to prevent loose fill insulation from entering soffit and covering vent. Seal all holes, gaps, and penetrations in attic before insulating. Seal around chimney with sheet metal and high temperature silicone or fire resistant foam. Install R-30 fiberglass batt secured to attic access and weather strip with foam tape. Contractor to install using Resnet Grade 1 Standards. Refer to Appendix A- Standards for Weatherization Materials and Southeast Field Guide.

#	Material / Labor	Description / Comment	Units	Qty	Estimated		Actual		
					Unit Cost	Total	Qty	Unit Cost	Total
1	Insulation	Attic Insulation - Blown Fiberglass - R-19	SqFt	120	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Labor	Attic Insulation - Blown Fiberglass - R-19	SqFt	120	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Detail**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**Measure 11 Wall Insulation****Components** WALL 1,WALL  
2,WALL 3,WALL 4**Inspected**☐

**Comment** •Includes labor cost. Contractor must use a dense pack blowing machine.  
Contractor must dense pack insulation at 3.5 pounds per square foot.  
Contractor's responsibility to install wood or Styrofoam plugs in holes after  
installing wall insulation. Contractor's responsibility to repair wall damage  
interior or exterior if needed while installing wall insulation. Contractor to clean  
up area around house and clean siding off after measure completed. Refer to  
Appendix A- Standards for Weatherization Materials and Southeast Field  
Guide.

#	Material / Labor	Description / Comment	Units	Qty	Estimated		Actual		
					Unit Cost	Total	Qty	Unit Cost	Total
1	Insulation	Wall Insulation - Blown Cellulose - 2x4 Filled	SqFt	901.2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Labor	Wall Insulation - Blown Cellulose - 2x4 Filled	SqFt	901.2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other Detail**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Measure 12 DWH Tank Insulation				Components			Inspected		
Comment									
				Estimated		Actual			
#	Material / Labor	Description / Comment	Units	Qty	Unit Cost	Total	Qty	Unit Cost	Total
1	Hot Water Equipm	DHW Tank Insulation Includes labor cost. R-10 minimum. Refer to Appendix A- Standards for Weatherization Materials and Southeast Field Guide.	Each	1					
2	Labor	DHW Tank Insulation extend pressure relief pipe as needed	Each	1					
<b>Other Detail</b>									
<b>Measure Sub Total:</b>							<b>Sub Total:</b>		
<b>Field Notes:</b>									

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Measure 13 CO Monitor is Needed				Components				Inspected	
<b>Comment</b> Refer to Attachment A- Standards for Weatherization Materials and Southeast Field Guide.								<input style="width: 40px; height: 20px;" type="checkbox"/>	
#	Material / Labor	Description / Comment	Units	Estimated		Actual			
				Qty	Unit Cost	Total	Qty	Unit Cost	Total
1	Health and Safety	CO monitor Refer to Attachment A- Standards for Weatherization Materials and Southeast Field Guide.	Each	1	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
2	Labor	Labor	Each	1	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<b>Other Detail</b>									
<input style="width: 100px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<b>Measure Sub Total:</b>							<input style="width: 60px;" type="text"/>	<b>Sub Total:</b>	
<b>Field Notes:</b>									

Measure 14 Practice Lead Safe Weatherization (Walls)				Components				Inspected	
<b>Comment</b> A Certified Firm /Renovator is required to adhere to EPA RRP rules. Need to submit copy of Lead Report and 3 pictures (before, during, and after) of each activity.								<input style="width: 40px; height: 20px;" type="checkbox"/>	
#	Material / Labor	Description / Comment	Units	Estimated		Actual			
				Qty	Unit Cost	Total	Qty	Unit Cost	Total
1	Health and Safety	EPA RRP Lead Rules	Each	1	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
2	Labor	Labor	Each	1	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<b>Other Detail</b>									
<input style="width: 100px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
<b>Measure Sub Total:</b>							<input style="width: 60px;" type="text"/>	<b>Sub Total:</b>	
<b>Field Notes:</b>									

**Work Order Grand Total:**

**Grand Total:**

*Client Name:*

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